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offices of some of the most powerful men and women in Silicon Valley, as executive assistants spill the beans about their CEOs. Executive assistants are arguably the most influential people on a chief executive's staff.

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Sitting on a File Cabinet, Naked, With a Gun Executive assistants are arguably the most influential people on a chief executive's staff. Currently, over 8 million administrative professionals help over 4 million executives & general managers to broker and schedule meetings, decide who gets the CEO's ear, and select airlines, hotels, car rentals, and other vendors.

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Sitting on a File Cabinet, Naked, With a Gun offers an engaging, entertaining insider's look into the offices of some of the most powerful men and women in Silicon Valley, as executive assistants spill the beans about their CEOs. Executive assistants are arguably the most influential people on a chief executive's staff. Currently, over 8 million administrative professionals help over 4 million executives & general managers to broker and schedule meetings, decide who gets the CEO's ear, and select airlines, hotels, car rentals, and other vendors. In addition, they often support the CEOs' personal needs. They also regularly give input to the CEO on employees, from new candidates to old-timers, and they most definitely impact the fortunes of the businesses that serve them. CEO executive assistants are historically a "secret weapon" - typically not even recognized for their power to influence the CEO, and often written off as "just a secretary." Beware of making that outdated mistake. Today, the executive assistant to a CEO wields a huge amount of power and is engaged in all aspects of the business. They continually seek out ways to make their jobs more efficient, more enriching, and more empowering. They leverage

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their CEOs' highly valuable time to enable them to devote their total energies to making the major strategic decisions for their companies. *Sitting on a File Cabinet, Naked, With a Gun* is a book for anyone who has ever wondered about what goes on behind the closed doors of the executive suite. It's especially useful for anyone who has his or her eyes on a spot reporting to a CEO one day.

Mystery is afoot in the fascinating novel *Sometimes Things Work Out But Sometimes They Don't*. Donald Powers, a professor who teaches toxicology and becomes involved in poison cases, uses his genius to get a degree in criminal justice and obtain a private detective license. Don becomes involved in the shooting down of a company aircraft that was destroyed to protect the leaders of a group of criminals. Money laundering and computer hacking of data is involved in their plot, which takes Don from Washington, D.C., to California in search of clues. As Don gathers the evidence to bring the group to trial, he discovers that *Sometimes Things Work Out But Sometimes They Don't*.

NEW YORK TIMES BESTSELLER "This is history at its most immediate and moving" A marvelous and memorable book. "Jon Meacham "Remarkable" A priceless civic gift" On page after page, a reader will encounter words that startle, or make him angry, or heartbroken. "The Wall Street Journal "Visceral...I repeatedly cried" This book captures the emotions and unspooling horror of the day. "NPR "Had me turning each page with my heart in my throat" There's been a lot written about 9/11, but nothing like this. I urge you to read it. "Katie Couric The first comprehensive oral history of September 11, 2001" a panoramic narrative woven from the voices of Americans on the front lines of an unprecedented national trauma. Over the past eighteen years, monumental literature has been published about 9/11, from Lawrence Wright's *The Looming Tower*, which traced the rise of al-Qaeda, to The

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9/11 Commission Report, the government's definitive factual retrospective of the attacks. But one perspective has been missing up to this point—a 360-degree account of the day told through the voices of the people who experienced it. Now, in *The Only Plane in the Sky*, award-winning journalist and bestselling historian Garrett Graff tells the story of the day as it was lived—in the words of those who lived it. Drawing on never-before-published transcripts, recently declassified documents, original interviews, and oral histories from nearly five hundred government officials, first responders, witnesses, survivors, friends, and family members, Graff paints the most vivid and human portrait of the September 11 attacks yet. Beginning in the predawn hours of airports in the Northeast, we meet the ticket agents who unknowingly usher terrorists onto their flights, and the flight attendants inside the hijacked planes. In New York City, first responders confront a scene of unimaginable horror at the Twin Towers. From a secret bunker underneath the White House, officials watch for incoming planes on radar. Aboard the small number of unarmed fighter jets in the air, pilots make a pact to fly into a hijacked airliner if necessary to bring it down. In the skies above Pennsylvania, civilians aboard United Flight 93 make the ultimate sacrifice in their place. Then, as the day moves forward and flights are grounded nationwide, Air Force One circles the country alone, its passengers isolated and afraid. More than simply a collection of eyewitness testimonies, *The Only Plane in the Sky* is the historic narrative of how ordinary people grappled with extraordinary events in real time: the father and son working in the North Tower, caught on different ends of the impact zone; the firefighter searching for his wife who works at the World Trade Center; the operator of in-flight telephone calls who promises to share a passenger's last words with his family; the beloved FDNY chaplain who bravely performs last rites for the dying, losing his own life when the Towers collapse; and the generals at the Pentagon who break down and weep when they are barred from rushing into the burning building to try to rescue their colleagues. At once a powerful tribute

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to the courage of everyday Americans and an essential addition to the literature of 9/11, *The Only Plane in the Sky* weaves together the unforgettable personal experiences of the men and women who found themselves caught at the center of an unprecedented human drama. The result is a unique, profound, and searing exploration of humanity on a day that changed the course of history, and all of our lives.

****THE INSTANT NEW YORK TIMES BESTSELLER**** "It's a mark of the highest honor when I say it's even more riveting than an episode of 'Dateline'." —The New York Times From Paul Holes, the detective who found the Golden State Killer, *Unmasked* is a memoir that "grabs its reader in a stranglehold and proves more fascinating than fiction and darker than any noir narrative." (LA Magazine) I order another bourbon, neat. This is the drink that will flip the switch. I don't even know how I got here, to this place, to this point. Something is happening to me lately. I'm drinking too much. My sheets are soaking wet when I wake up from nightmares of decaying corpses. I order another drink and swig it, trying to forget about the latest case I can't shake. Crime solving for me is more complex than the challenge of the hunt, or the process of piecing together a scientific puzzle. The thought of good people suffering drives me, for better or worse, to the point of obsession. People always ask how I am able to detach from the horrors of my work. Part of it is an innate capacity to compartmentalize; the rest is experience and exposure, and I've had plenty of both. But I have always taken pride in the fact that I can keep my feelings locked up to get the job done. It's only been recently that it feels like all that suppressed darkness is beginning to seep out. When I look back at my long career, there is a lot I am proud of. I have caught some of the most notorious killers of the twenty-first century and brought justice and closure for their victims and families. I want to tell you about a lifetime solving these cold cases, from Laci Peterson to Jaycee Dugard to the Pittsburg homicides to, yes, my twenty-year-long hunt for

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the Golden State Killer. But a deeper question eats at me as I ask myself, at what cost? I have sacrificed relationships, joy—even fatherhood—because the pursuit of evil always came first. Did I make the right choice? It's something I grapple with every day. Yet as I stand in the spot where a young girl took her last breath, as I look into the eyes of her family, I know that, for me, there has never been a choice. "I don't know if I can solve your case," I whisper. "But I promise I will do my best." It is a promise I know I can keep.

The history of how a deceptively ordinary piece of office furniture transformed our relationship with information The ubiquity of the filing cabinet in the twentieth-century office space, along with its noticeable absence of style, has obscured its transformative role in the histories of both information technology and work. In the first in-depth history of this neglected artifact, Craig Robertson explores how the filing cabinet profoundly shaped the way that information and data have been sorted, stored, retrieved, and used. Invented in the 1890s, the filing cabinet was a result of the nineteenth-century faith in efficiency. Previously, paper records were arranged haphazardly: bound into books, stacked in piles, curled into slots, or impaled on spindles. The filing cabinet organized loose papers in tabbed folders that could be sorted alphanumerically, radically changing how people accessed, circulated, and structured information. Robertson's unconventional history of the origins of the information age posits the filing cabinet as an information storage container, an "automatic memory" machine that contributed to a new type of information labor privileging manual dexterity over mental deliberation. Gendered assumptions about women's nimble fingers helped to naturalize the changes that brought women into the workforce as low-level clerical workers. The filing cabinet emerges from this unexpected account as a sophisticated piece of information technology and a site of gendered labor that with its folders, files, and tabs

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continues to shape how we interact with information and data in today's digital world.

Doctor Oscar Sample, Professor of Early Christianity, a former NFL player, is confronted with this conundrum when a young priest arrives one evening at his office. At first, Sample scoffs at the first couple of pages, thinking that they were either purloined or fake. After closer examination, he realizes that the pages contain three languages - Greek, Medieval Latin and perhaps a version of Hebrew or Aramaic. Sample gets the priest to explain that he'd uncovered the cache at the Archbishopric in New Orleans. Sample has a photographer, a gridiron nemesis, to carefully photograph each page. He asks his graduate student to examine the copies. They appear truly ancient, perhaps first century CE. Sample recruits a well-known Jewish scholar, an expert in paper technologies and an expert in written antiquities to decide whether the documents are real. If so, what do the messages reveal?. The parchment and the inks are eighth century Celtic. The group concludes that they are probably practice pages done by monastery scribes. As the translations evolve the group discusses the source of these documents and their authorship and meaning. Are these the writings of religious members at the beginning of Christianity? Before the group can decide how to disseminate the information, one by one the members die under unusual circumstances.

Ok, you're the boss now, not of a section, or the team of a particular function -- but of the whole shooting match, end to end. You are the business's general manager and the staff looks to you for their livelihoods (yes you). So you have to strategize, sell, supply and service, collect the cash, provision, train and motivate your people, delight your clients and at the end of the day, return a profit to the business owners. So where the hell do you start? How do you know that you're not neglecting any aspect

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that will bite you on the bum later? Don't stress, it's not all that hard and it can be an extremely enjoyable and rewarding process. This book will provide you with the 12 common sense and repeatable steps that will guide you through running a business that everyone will be proud to be associated with. The intended reader is someone moving up from middle management -- or running their own business. The book is aimed to provide an easy to follow road map that will give some comfort and order amid the chaos of information and expectations...Helping with the 'what do I do next?' question that no-one wants to ask for the fear of appearing that they're not up to it.

For Sandy Harbor's tastiest comfort food, venture to the Silver Bullet Diner. But head next door to the new drive-in theater if you have an appetite for murder. Trixie Matkowski has a tall order to fill this fall. Aside from dishing out delicious fare at the Silver Bullet during peak fishing season, she's helping her friend Antoinette Chloe Brown, or ACB for short, open a drive-in movie theater in the vacant lot beside her diner. It's just the thing to take ACB's mind off Nick, her missing biker beau. But their plans are fried after Nick's body is discovered during the groundbreaking for the drive-in. And when the police connect the murder weapon to ACB, she becomes the prime suspect in eighty-sixing Nick. With the fate of her innocent friend and her business on the line, Trixie must make the guilty party pay up before someone else gets stiffed. Includes Delicious Home-Style Recipes!

Queer Masculinities: A Critical Reader in Education is a substantial addition to the discussion of queer masculinities, of the interplay between queer masculinities and education, and to the political gender discourse as a whole. Enriching the discourse of masculinity politics, the cross-section of scholarly interrogations of the complexities and contradictions of queer masculinities in education demonstrates

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that any serious study of masculinity—hegemonic or otherwise—must consider the theoretical and political contributions that the concept of queer masculinity makes to a more comprehensive and nuanced understanding of masculinity itself. The essays adopt a range of approaches from empirical studies to reflective theorizing, and address themselves to three separate educational realms: the K-12 level, the collegiate level, and the level in popular culture, which could be called “cultural pedagogy”. The wealth of detailed analysis includes, for example, the notion that normative expectations and projections on the part of teachers and administrators unnecessarily reinforce the values and behaviors of heteronormative masculinity, creating an institutionalized loop that disciplines masculinity. At the same time, and for this very reason, schools represent an opportunity to “provide a setting where a broader menu can be introduced and gender/sexual meanings, expressions, and experiences boys encounter can create new possibilities of what it can mean to be male”. At the collegiate level chapters include analysis of what the authors call “homosexualization of heterosexual men” on the university dance floor, while the chapters of the third section, on popular culture, include a fascinating analysis of the construction of queer “counternarratives” that can be constructed watching TV shows of apparently hegemonic bent. In all, this volume’s breadth and detail make it a landmark publication in the study of queer masculinities, and thus in critical masculinity studies as a whole.

Times change, technology changes and with these changes, the way in which we work inevitably changes. The result of this particular evolution is the virtual office. Are you ready? If you are working from your home office, your car, a hotel or even a cabana on the beach then this is a **MUST** read book. Technology has paved the way for the non-traditional workplace, providing the tools and resources to work effectively just about anywhere you choose. The conventional brick and mortar towers are no

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longer necessary to conduct business and as such the virtual office is becoming a popular choice for all types' of professionals, freelancers, and corporate employees. The virtual office is more viable than ever, providing you have the strategies to make it work. Being successful in a virtual office isn't just about the technology you use, it's about the mindset you have. This book merges both of these, providing all the external and internal strategies necessary for a successful virtual work environment. With the use of assessments for self exploration and practical easy to read information you will: 1) Learn key strategies to support you with balancing the work life and the home life before the two collide. 2) Design and set up a virtual office that is organized, efficient and promotes productivity, so you can get right to work, obstacle free. 3) Explore the latest in communication tools for the virtual office that will keep you in touch easily and affordably.

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